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Approved For Release 2001/07/30 : CIA-RDP79-00498A000100040003-3

28 JUN 1976

MEMORANDUM FOR: Deputy Director for Administration

25X1A FROM : [REDACTED]  
Chief, Audit Staff, O/IG

SUBJECT : Annual Plan for Audits Within the  
Directorate for Administration

This memorandum is to advise you of the audits planned in your directorate for the transitional quarter and Fiscal Year 1977. Attachment A lists all audits by DDA office. Certain audits are performed on a two year cycle and are shown as "not scheduled." Annual audits scheduled during the transitional quarter will also be done during the last quarter of Fiscal Year 1977 and are so noted on the attachment. Attachment B lists certain activities on which special audits will be performed when we have the manpower. If you feel that certain activities listed on Attachment B require immediate attention, we will consider a revision of our priorities.

The Office of Communications (OC) audit is scheduled in October 1976. In addition to the financial compliance review, we plan to review the management of equipment and parts for the message network and the covert operations. These areas were identified in the 1975 survey of OC for further audit emphasis. An audit of Supply Division is planned concurrently so as to improve audit coverage on supply relationships.

The Office of Finance audit, which was postponed last year at their request, will be started in October/November 1976. Our primary emphasis will be to confirm that the new General Accounting System (GAS) is producing results as intended by the design. Since the Audit Staff's ADP Group has been monitoring the development of GAS, coverage under this audit will concentrate on results rather than the structure of the system.

We are planning to expand the scope of audit beyond financial compliance for the Offices of Personnel and Medical Services. The audit of Personnel will be organized

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- 2 -

to examine areas not covered in the Inspection Staff review. We will review action taken on the recommendations of the Inspection Staff. The scope of audit will also depend on the status of the new Manpower Control System. A survey of Medical Services will be completed in coordination with the DDA and Inspector General before that scope of audit is established.

An Agency-wide audit of Component Conducted Training is scheduled for November 1976. This audit results from the review of the Office of Training. While the audit will have little effect on OTR directly, we are coordinating our plans for the audit with officials from that office.

Our ADP Audit Group will continue to monitor the development of the General Accounting System, the Manpower Control System, the Inventory Control System, and the Credit Union System.



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CONCUR:

Deputy Director for Administration

Dist:

- ✓Orig - Signature & return
- 1 - DDA
- 1 - O/IG

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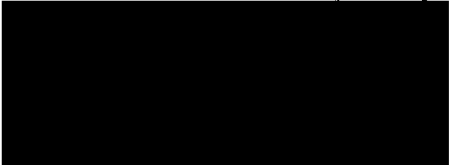


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Attachment A

ANNUAL AUDIT PLAN

Directorate for Administration

Transitional Quarter and Fiscal Year 1977





	<u>Office and Component</u>	<u>Date of Last Audit</u>	<u>Estimated Man Days</u>
	Office of Communications	10/74	150
		8/75	20/20
		10/75	15
		2/76	15
25X1A		12/75	15
		3/75	4
		6/75	20/20
		6/75	60/60
		6/75	4/4
		8/75	4/4
	Office of Finance	9/74	80
	CIA Retirement System	12/74	35
	Central Travel Branch	9/75	not scheduled
	Commercial Systems & Accts. Div.	4/75	25
	Compensation & Tax Division	12/75	135
	Covert Tax Board	7/74	10
	Monetary Division	2/76	50
		3/76	5
25X1A		3/76	5
		4/76	3
		5/76	5
		1/76	3
	Office of Joint Computer Support	3/74	200
	General Accounting System	New	indefinite
	Inventory Control System	New	indefinite
	Manpower Control System	New	indefinite
	Payroll System	3/73	indefinite
	Office of Logistics		
	Office of the Director	11/74	10
	Logistics Services Division	12/75	45
	Executive Dining Room	12/75	10
	Printing and Photography Division	10/75	not scheduled
	Procurement Division	11/74	75
		12/75	12
25X1A	Procurement Office	11/74	6
	Real Estate & Construction Div.	10/75	not scheduled
	Supply Division	1/75	75
25X1A		1/75	11

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Attachment A  
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	<u>Office and Component</u>	<u>Date of Last Audit</u>	<u>Estimated Man Days</u>
	Office of Medical Services	6/75	75
	Office of Personnel	9/74	100
	Credit Union (Annual)*	6/76	125/125
	Credit Union (Biennial Confirmation)	3/76	not scheduled
	Credit Union Minicomputer System	New	30
	Consolidated Charities	2/76	4
	Educational Aid Fund	12/75	6
	Employee Activity Association	12/75	25
	Government Employees Health Assoc.	12/75	70
	Public Service Aid Society	12/75	10
25X1A		6/75	60
	Office of Security*	7/75	65/65
		9/75	5
		4/76	not scheduled
		3/73	5
		4/75	not scheduled
25X1A		3/73	4
		4/76	not scheduled
		4/75	not scheduled
		7/75	4
	Office of Training	9/75	not scheduled
25X1A		5/76	40
		5/76	4
	Component Conducted Training (Agency-wide)	New	150
	Office of DDA	7/71	20
	Administrative Allowance Committee	10/74	not scheduled
25X1A		12/75	10

\*Annual audits planned for the transitional quarter and the fourth quarter of FY 1977.

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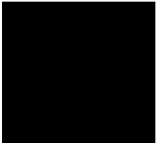

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Attachment B

DEFERRED AUDITS

Directorate for Administration

<u>Activity</u>	<u>Estimated Man Days</u>
Procurement (Agency-wide)	200
Research & Development (Agency-wide)	150
CONIF/STEPS/SPA Relationship (Contract Information Systems)	100
Computer Systems	indefinite
Actuary	Acturial Reports on CIARDS
25X1A 	Covert Communications Equipment
	Inventory System for Communications Equipment
CAMPS	Computer Assisted Medical Processing (Case Evaluation)
CENCOST	Computer Center Operating Cost
CENDATA	Accounting Data from Computer Center
CONIF III	Management Information on Agency Contracts
FRS/Budget	Budgetary Control
STATSPEC 	
SACS	Security Access Control
UVUPDAT 4	Agency's Retirement Annuitant/Survivor Payroll Processing

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COMMUNICATIONS *WPA*

FINANCE

JOINT COMPUTER SUPPORT *DEFCON*

LOGISTICS *g*

MEDICAL SERVICES *cent*

PERSONNEL

SECURITY

TRAINING *g*

DATE: 26 JUL 1976

*h*

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	ADDN		
2	DDA		
3			
4			
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
<b>Remarks:</b> <div style="text-align: center; font-size: 2em; font-family: cursive;">             Audit Schedule              FW DDA              [Signature]           </div>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input type="checkbox"/>	SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Audit Staff  
1201 Key Building

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. O/IG  
2 E 24 Hqs.

2.

3. <sup>EO</sup> DDA  
7 D 26 Hqs.

26 JUN 1976

4.

ADDA

10 SEP 1976

5.

DDA

7/26/

6.

Office Directors File

removed

9/20/76

7.

8.

9.

10.

11.

12.

13.

14.

15.

STATINTL

audit schedule